

LOYOLA LAW SCHOOL STAFF SENATE
Meeting Minutes

Date: Wednesday, May 18, 2016

Time: 12:00 PM – 1:00 PM

Location: Rains Library Director's Conference Room

Senators in Attendance: Paul Augustine, Rosie Branconier, Auggie Gonzalez, Megumi Horinouchi, Justin Melchor, Earl Morgan, Suzie Shatarevyan, Dawn Smith, Corinne St. Claire

Senators Not in Attendance: Marina Castaneda, Liz Luk

1. Taco Tuesday on April 12 and Reception for Sean Scott
 - Several staff members said that they enjoyed Taco Tuesday and even inquired about doing it or some other program on a monthly basis.
 - After subtracting costs from Taco Tuesday (refreshments for Sean Scott's Reception did not come from the Staff Senate budget), we have \$286 remaining for the 2015-2016 fiscal year.
2. Bobby Pollock Distinguished Service Award Committee
 - Nominations will be accepted through June 3. Nominators are advised to write a few comments about the nominee to help the committee in selecting the final recipient.
 - For the 2016-2017 recipient, the committee and/or the Staff Senate should consider alerting the faculty. The committee thought it was announced at the first faculty meeting of the year, but according to faculty, that has not been the case.
3. How else can Staff Senate be Helpful Outside of Event Planning?
 - According to the Mission Statement, the purpose of the Staff Senate is to serve as a forum for open communication/ongoing dialogue among staff, serve in an advisory capacity to law school leadership, and promote professional/personal development of staff. Given that, some ways we can meet our mission are to host town hall meetings, organize learning opportunities for staff, and recognize staff achievements.
 - To get a sense of whether or not our ideas of professional development programs and/or a town hall would be effective, we will first obtain feedback from staff. To do that we will install suggestion boxes in each of the three staff lounges (Burns, Library, Founders) and one at Rosie's window.
4. Storage Area
 - We are currently storing the Staff Senate supplies in our individual areas, which is not an issue except the mugs continue to sit in the Rains Director's Conference Room. Auggie offered to put the extra mugs in Physical Plant's workspace.

5. Recognizing and Highlighting Special Achievements of LLS Staff Members

- Marketing & Communications is considering doing this. We will table this topic until we receive further updates from their department.

6. Interfacing with Westchester Staff Senate

- The deans suggested that the Staff Senate create a new position to serve as a liaison with Westchester. This suggested change would bring our total count to 12 and would require an amendment to the by-laws. Having an even number of senators is not recommended for voting. Also, it is more convenient to keep the Staff Senate size as is. Therefore, we will consider having two existing members to serve as liaisons. Corinne and Suzie are already meeting with Fred and Vanessa of the LMU Staff Senate. They will meet with them again in June.

7. Staff Senate Elections for 2016-2017

- Should we count June 2015 as the start of our terms as current Staff Senate members, then those who are serving 18-month terms (Liz, Dawn, Corinne, Auggie, and Megumi) will end their term in December 2016. Nominations will take place in August. This should allow for plenty of time during the fall to recruit nominees and to hold elections. At this time, there are no term limits; we recommend that no senator serves two consecutive terms.

8. Staff Senate Holiday

- At this time, it is not necessary to take a break, especially with our plans to host a town hall in the near future. We can operate all year long.

9. Questions/Announcements

- Due to time, we were unable to address the following agenda items:
 - Joint effort with main campus Staff Senate
 - Coordinating Welcome Gift Mug to new employees

Next Meeting: TBD